



DEPARTMENT OF THE AIR FORCE  
59TH MEDICAL WING (AETC)  
JOINT BASE SAN ANTONIO - LACKLAND TEXAS

21 FEB 2017

MEMORANDUM FOR SGVT  
ATTN: CAPT ELLE S. CLEAVES

FROM: 59 MDW/SGVU

SUBJECT: Professional Presentation Approval

1. Your paper, entitled **Implementing and Improving a Resident Wellness Curriculum** presented at/published to **2017 American Psychiatric Association Annual Meeting, San Diego, CA, 20-24 May 2017** in accordance with MDWI 41-108, has been approved and assigned local file #**17049**.
2. Pertinent biographic information (name of author(s), title, etc.) has been entered into our computer file. Please advise us (by phone or mail) that your presentation was given. At that time, we will need the date (month, day and year) along with the location of your presentation. It is important to update this information so that we can provide quality support for you, your department, and the Medical Center commander. This information is used to document the scholarly activities of our professional staff and students, which is an essential component of Wilford Hall Ambulatory Surgical Center (WHASC) internship and residency programs.
3. Please know that if you are a Graduate Health Sciences Education student and your department has told you they cannot fund your publication, the 59th Clinical Research Division may pay for your basic journal publishing charges (to include costs for tables and black and white photos). We cannot pay for reprints. If you are 59 MDW staff member, we can forward your request for funds to the designated wing POC.
4. Congratulations, and thank you for your efforts and time. Your contributions are vital to the medical mission. We look forward to assisting you in your future publication/presentation efforts.

*Linda Steel-Goodwin*

LINDA STEEL-GOODWIN, Col, USAF, BSC  
Director, Clinical Investigations & Research Support

# PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS

## INSTRUCTIONS

### USE ONLY THE MOST CURRENT 59 MDW FORM 3039 LOCATED ON AF E-PUBLISHING

1. The author must complete page two of this form:
  - a. In Section 2, add the funding source for your study [ e.g., 59 MDW CRD Graduate Health Sciences Education (GHSE) (SG5 O&M); SG5 R&D; Tri-Service Nursing Research Program (TSNRP); Defense Medical Research & Development Program (DMRDP); NIH; Congressionally Directed Medical Research Program (CDMRP) ; Grants; etc.]
  - b. In Section 2, there may be funding available for journal costs, if your department is not paying for figures, tables or photographs for your publication. Please state "YES" or "NO" in Section 2 of the form, if you need publication funding support.
2. Print your name, rank/grade, sign and date the form in the author's signature block or use an electronic signature.
3. Attach a copy of the 59 MDW IRB or IACUC approval letter for the research related study. If this is a technical publication/presentation, state the type (e.g. case report, QA/QI study, program evaluation study, informational report/briefing, etc.) in the "Protocol Title" box.
4. Attach a copy of your abstract, paper, poster and other supporting documentation.
5. Save and forward, via email, the processing form and all supporting documentation to your unit commander, program director or immediate supervisor for review/approval.
6. On page 2, have either your unit commander, program director or immediate supervisor:
  - a. Print their name, rank/grade, title; sign and date the form in the approving authority's signature block or use an electronic signature.
7. Submit your completed form and all supporting documentation to the CRD for processing (59crdpubspres@us.af.mil). **This should be accomplished no later than 30 days before final clearance is required to publish/present your materials.** If you have any questions or concerns, please contact the 59 CRD/Publications and Presentations Section at 292-7141 for assistance.
8. The 59 CRD/Publications and Presentations Section will route the request form to clinical investigations, 502 ISG/JAC (Ethics Review) and Public Affairs (59 MDW/PA) for review and then forward you a final letter of approval or disapproval.
9. Once your manuscript, poster or presentation has been approved for a one-time public release, you may proceed with your publication or presentation submission activities, as stated on this form. **Note:** For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.
10. If your manuscript is accepted for scientific publication, please contact the 59 CRD/Publications and Presentations Section at 292-7141. This information is reported to the 59 MDW/CC. All medical research or technical information publications/presentations must be reported to the Defense Technical Information Center (DITC). See 59 MDWI 41-108, *Presentation and Publication of Medical and Technical Papers*, for additional information.
11. The Joint Ethics Regulation (JER) DoD 5500.07-R, *Standards of Conduct*, provides standards of ethical conduct for all DoD personnel and their interactions with other non-DoD entities, organizations, societies, conferences, etc. Part of the Form 3039 review and approval process includes a legal ethics review to address any potential conflicts related to DoD personnel participating in non-DoD sponsored conferences, professional meetings, publication/presentation disclosures to domestic and foreign audiences, DoD personnel accepting non-DoD contributions, awards, honoraria, gifts, etc. The specific circumstances for your presentation will determine whether a legal review is necessary. **If you (as the author) or your supervisor check "NO" in block 17 of the Form 3039, your research or technical documents will not be forwarded to the 502 ISG/JAC legal office for an ethics review.** To assist you in making this decision about whether to request a legal review, the following examples are provided as a guideline:

For presentations before professional societies and like organizations, the 59 MDW Public Affairs Office (PAO) will provide the needed review to ensure proper disclaimers are included and the subject matter of the presentation does not create any cause for DoD concern.

If the sponsor of a conference or meeting is a DoD entity, an ethics review of your presentation is not required, since the DoD entity is responsible to obtain all approvals for the event.

If the sponsor of a conference or meeting is a non-DoD commercial entity or an entity seeking to do business with the government, then your presentation should have an ethics review.

If your travel is being paid for (in whole or in part) by a non-Federal entity (someone other than the government), a legal ethics review is needed. These requests for legal review should come through the 59 MDW Gifts and Grants Office to 502 ISG/JAC.

If you are receiving an honorarium or payment for speaking, a legal ethics review is required.

If you (as the author) or your supervisor check "YES" in block 17 of the Form 3039, your research or technical documents will be forwarded simultaneously to the 502 ISG/JAC legal office and PAO for review to help reduce turn-around time. If you have any questions regarding legal reviews, please contact the legal office at (210) 671-5795/3365, DSN 473.

**NOTE:** All abstracts, papers, posters, etc., should contain the following disclaimer statement:

***"The views expressed are those of the [author(s)] [presenter(s)] and do not reflect the official views or policy of the Department of Defense or its Components"***

**NOTE:** All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving humans:

***"The voluntary, fully informed consent of the subjects used in this research was obtained as required by 32 CFR 219 and DODI 3216.02\_AFI 40-402."***

**NOTE:** All abstracts, papers, posters, etc., should contain the following disclaimer statement for research involving animals, as required by AFMAN 40-401\_IP :

***"The experiments reported herein were conducted according to the principles set forth in the National Institute of Health Publication No. 80-23, Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act of 1966, as amended."***



<b>PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS</b>			
1. TO: CLINICAL RESEARCH	2. FROM: (Author's Name, Rank, Grade, Office Symbol) Elle S. Cleaves, Captain, O-3, 59 TRS/SGVT	3. GME/GHSE STUDENT: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	4. PROTOCOL NUMBER:
5. PROTOCOL TITLE: ( <b>NOTE:</b> For each new release of medical research or technical information as a publication/presentation, a new 59 MDW Form 3039 must be submitted for review and approval.)			
6. TITLE OF MATERIAL TO BE PUBLISHED OR PRESENTED: Implementing and Improving a Resident Wellness Curriculum			
7. FUNDING RECEIVED FOR THIS STUDY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FUNDING SOURCE:			
8. DO YOU NEED FUNDING SUPPORT FOR PUBLICATION PURPOSES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
9. IS THIS MATERIAL CLASSIFIED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
10. IS THIS MATERIAL SUBJECT TO ANY LEGAL RESTRICTIONS FOR PUBLICATION OR PRESENTATION THROUGH A COLLABORATIVE RESEARCH AND DEVELOPMENT AGREEMENT (CRADA), MATERIAL TRANSFER AGREEMENT (MTA), INTELLECTUAL PROPERTY RIGHTS AGREEMENT ETC.? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <b>NOTE:</b> If the answer is YES then attach a copy of the Agreement to the Publications/Presentations Request Form.			
11. MATERIAL IS FOR: <input checked="" type="checkbox"/> DOMESTIC RELEASE <input type="checkbox"/> FOREIGN RELEASE CHECK APPROPRIATE BOX OR BOXES FOR APPROVAL WITH THIS REQUEST. ATTACH COPY OF MATERIAL TO BE PUBLISHED/PRESENTED.			
<input type="checkbox"/> 11a. PUBLICATION/JOURNAL (List intended publication/journal.)			
<input type="checkbox"/> 11b. PUBLISHED ABSTRACT (List intended journal.)			
<input checked="" type="checkbox"/> 11c. POSTER (To be demonstrated at meeting: name of meeting, city, state, and date of meeting.) 2017 American Psychiatric Association Annual Meeting, San Diego CA, 20 - 24 May 2017			
<input type="checkbox"/> 11d. PLATFORM PRESENTATION (At civilian institutions: name of meeting, state, and date of meeting.)			
<input type="checkbox"/> 11e. OTHER (Describe: name of meeting, city, state, and date of meeting.)			
12. HAVE YOUR ATTACHED RESEARCH/TECHNICAL MATERIALS BEEN PREVIOUSLY APPROVED TO BE PUBLISHED/PRESENTED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ASSIGNED FILE # _____ DATE _____			
13. EXPECTED DATE WHEN YOU WILL NEED THE CRD TO SUBMIT YOUR CLEARED PRESENTATION/PUBLICATION TO DTIC <b>NOTE:</b> All publications/presentations are required to be placed in the Defense Technical Information Center (DTIC).			
DATE _____			
14. 59 MDW PRIMARY POINT OF CONTACT (Last Name, First Name, M.I., email) Cleaves, Elle, S., elle.s.cleaves.mil@mail.mil			15. DUTY PHONE/PAGER NUMBER 210-292-7361/210-203-7780
16. AUTHORSHIP AND CO-AUTHOR(S) List in the order they will appear in the manuscript.			
LAST NAME, FIRST NAME AND M.I.	GRADE/RANK	SQUADRON/GROUP/OFFICE SYMBOL	INSTITUTION (If not 59 MDW)
a. Primary/Corresponding Author Cleaves, Elle S.	Captain/O-3	59 TRS/SGVT	
b. Quiroga, M. Jeanette	N/A	N/A	UTHSCSA
c. Schillerstrom, Jason E.	N/A	N/A	UTHSCSA
d.			
e.			
17. IS A 502 ISG/JAC ETHICS REVIEW REQUIRED (JER DOD 5500.07-R)? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
I CERTIFY ANY HUMAN OR ANIMAL RESEARCH RELATED STUDIES WERE APPROVED AND PERFORMED IN STRICT ACCORDANCE WITH 32 CFR 219, AFMAN 40-401_IP, AND 59 MDWI 41-108. I HAVE READ THE FINAL VERSION OF THE ATTACHED MATERIAL AND CERTIFY THAT IT IS AN ACCURATE MANUSCRIPT FOR PUBLICATION AND/OR PRESENTATION.			
18. AUTHOR'S PRINTED NAME, RANK, GRADE Elle S. Cleaves, Captain, O-3		19. AUTHOR'S SIGNATURE CLEAVES ELLE SOWA 1252711380	20. DATE 15 Dec 2016
21. APPROVING AUTHORITY'S PRINTED NAME, RANK, TITLE Derrick Hamaoka, Lt Col, Assoc Prgm Director		22. APPROVING AUTHORITY'S SIGNATURE HAMAOKA DERRICK AKIRA 1167311918	23. DATE January 11, 2017

PROCESSING OF PROFESSIONAL MEDICAL RESEARCH/TECHNICAL PUBLICATIONS/PRESENTATIONS			
<b>1st ENDORSEMENT (59 MDW/SGVU Use Only)</b>			
TO: Clinical Research Division 59 MDW/CRD Contact 292-7141 for email instructions.		24. DATE RECEIVED January 11, 2017	25. ASSIGNED PROCESSING REQUEST FILE NUMBER 17049
26. DATE REVIEWED February 16, 2017		27. DATE FORWARDED TO 502 ISG/JAC	
28. AUTHOR CONTACTED FOR RECOMMENDED OR NECESSARY CHANGES: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES If yes, give date. January 30, 2017 <input type="checkbox"/> N/A			
29. COMMENTS <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED QA abstract per determination made by UT Health IRB letter dated 14 Feb 2017. appropriate disclaimers, Approved			
30. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Kupferer/GS13/Human Research Subject Protection Expert		31. REVIEWER SIGNATURE KUPFERER KEVIN R. 1086667270 <small>Digitally signed by KUPFERER KEVIN R. 1086667270 DN: cn=KUPFERER KEVIN R. 1086667270, ou=PA, ou=USAF Date: 2017.02.16 08:42:00-0500</small>	32. DATE February 16, 2017
<b>2nd ENDORSEMENT (502 ISG/JAC Use Only)</b>			
33. DATE RECEIVED		34. DATE FORWARDED TO 59 MDW/PA	
35. COMMENTS <input type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED			
36. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER		37. REVIEWER SIGNATURE	38. DATE
<b>3rd ENDORSEMENT (59 MDW/PA Use Only)</b>			
39. DATE RECEIVED February 17, 2017		40. DATE FORWARDED TO 59 MDW/SGVU February 21, 2017	
41. COMMENTS <input checked="" type="checkbox"/> APPROVED (In compliance with security and policy review directives.) <input type="checkbox"/> DISAPPROVED			
42. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER Kevin Iinuma, SSgt/E-5, 59 MDW Public Affairs		43. REVIEWER SIGNATURE IINUMA KEVIN MITSUGU. 1296227 613 <small>Digitally signed by IINUMA KEVIN MITSUGU. 1296227613 DN: cn=IINUMA KEVIN MITSUGU. 1296227613, ou=PA, ou=USAF Date: 2017.02.21 11:58:58 -0500</small>	44. DATE February 21, 2017
<b>4th ENDORSEMENT (59 MDW/SGVU Use Only)</b>			
45. DATE RECEIVED		46. SENIOR AUTHOR NOTIFIED BY PHONE OF APPROVAL OR DISAPPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COULD NOT BE REACHED <input type="checkbox"/> LEFT MESSAGE	
47. COMMENTS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
48. PRINTED NAME, RANK/GRADE, TITLE OF REVIEWER		49. REVIEWER SIGNATURE	50. DATE



Elle S. Cleaves MD, M. Jeanette Quiroga MD, and Jason E. Schillerstrom MD

**Title: Implementing and Improving a Resident Wellness Curriculum**

**Abstract**

**Purpose:** The purpose of this study was to describe the findings from our resident wellness needs assessment and to describe the initial resident response during the first 6 months of implementation.

**Methods:** The needs assessment was conducted using the Maslach Burnout Inventory (MBI). To determine initial resident impressions of the wellness activities, we developed a survey assessing resident satisfaction with the wellness program, resident identified sources of burnout, and the value of the wellness activities so far implemented.

**Results:** N=46 residents were administered the MBI. Baseline resident scores (n=46) indicated moderate to high levels of emotional exhaustion (mean=22.3, SD 10.8), low to moderate levels of depersonalization (mean=9.6, SD=6.4), and moderate to high levels of personal accomplishment (mean=38.6, SD=5.8). 6-month follow-up after implementation of the wellness curriculum revealed no significant changes other than a slight reduction in feelings of personal accomplishment [38.6 (n=46, SD 5.8) vs. 34.3 (n=24, SD 9.3),  $t=2.4$ ,  $p=0.02$ ]. At follow-up, only 36% of residents reported satisfaction with the wellness program.

**Discussion:** Although many residents are satisfied with this new wellness program, 43% remain ambivalent and 21% are dissatisfied and we were unable to detect meaningful changes in MBI reporting. Resident feedback indicated that most are interested in using small groups to discuss work/life balance and program concerns.

**Conclusion:** We will continue our efforts to develop a wellness program that addresses both resident concerns and stress management.

**Disclaimer:** The views expressed are those of the author(s)/presenter(s) and do not reflect the official views or policy of the Department of Defense or its Components.



February 14, 2017

To: Elle S Cleaves, ([cleaves@uthscsa.edu](mailto:cleaves@uthscsa.edu))  
UTHSCSA

Cc: Elle Cleaves ([cleaves@uthscsa.edu](mailto:cleaves@uthscsa.edu))

From: Institutional Review Board

Subject: **No IRB Approval is Required; Project is Not Regulated Research**

**Protocol Number: HSC20170070N**  
**Title: Implementing a Resident Wellness Curriculum**

Dear Principal Investigator,

It was determined that your project does not require IRB approval because it is:

**Not regulated research as defined by DHHS regulations at 45 CFR 46 and FDA regulations at 21 CFR 56.**

The proposed activity is not funded by DHHS as research; AND is not a systematic investigation to test a hypothesis and permit conclusions to be drawn; AND is not designed to develop or contribute to generalizable knowledge; AND the purpose is not to investigate the safety or effectiveness of a drug, medical device or biologic.

If the goals and/or activities of the project **change** during the course of the project, or if new activities are proposed that would constitute human subjects research, please re-contact the OIRB so that we may determine whether or not the revised plan involves human subject research activities.

Project/study sites: UTHSCSA

Sincerely,

Patricia Alexander

Digitally signed by Patricia Alexander  
DN: cn=Patricia Alexander, ou=UTHSCSA, ou=OIRB,  
email=Alexander@uthscsa.edu, c=US  
Reason: I have signed this approval letter  
Date: 2017.02.14 13:35:19 -0800

Research Compliance Coordinator  
Research Protection Programs

*Please retain this document in your IRB correspondence file*

**Institutional Review Board Office** | Mail Code 7830 | 7703 Floyd Curl Drive | San Antonio, Texas 78229-3900  
210.567.8250 | <http://research.uthscsa.edu/irb> | FWA00005928 | IORG0000312

OIRB-0